Steps to Hire

Application Step:

1. Apply to job ad
2. Phone interview to qualify
3. *Initiate M2 Maintenance Exam (For Maintenance candidates)*
4. In-person/video interview

Offer Step: (Property Manager)

1. Offer extended to applicant
2. Send link to applicant containing, the M2 Application, Background Check Form, and Drug Testing Form and consents.
3. Inform candidate they will receive an email and/or text for scheduled drug screen.

Pre-Employment Step: (HR Director)

1. Wait for completed pre-employment screening results from Real ID and save for employee file.
2. Once approved results are returned, email Property Manager, Regional Manager and Maintenance Supervisor (if applicable) to move forward with hire; requesting a hire date for setup.
3. Send Scott an email with th employee name, site, position and last four digits of SSN to set-up in our systems.

On-boarding: (Property Manager)

1. Schedule on-boarding with new hire at the site.
2. Complete master file and new hire documents and send to rachellewis@m2regroup.com for review.
3. HR will confirm completion of on-boarding.

Hire: (HR Director)

1. Send email to hroffice@m2regroup.com with On-boarding documents
2. Enter employee into ADP

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